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Culture and Recreation
master plan Arts Task
Force - recommendations

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City of Hamilton

CULTURE & RECREATION MASTER PLAN

ARTS TASK FORCE

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ARTS TASK FORCE

R E C O M M E N D A T I O N S

January 1987

BOB SUGDEN/SHIRLEY FORSYTH
ARTS TASK FORCE OFFICE
CULTURE & RECREATION DEPARTMENT
CITY HALL
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ARTS TASK FORCE

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City of Hamilton

CULTURE & RECREATION MASTER PLAN

PROGRESS REPORT

ARTS TASK FORCE REPORT

B A C K G R O U N D I N F O R M A T I O N

INTRODUCTION

The CULTURE AND RECREATION MASTER PLAN REPORT was accepted by Hamilton City Council in May, 1985. Under the recommendations for the Department of Culture and Recreation, the Report stated that the "Municipality's mandate and role with regard to the arts* and heritage should be defined."

The Report stated that "arts and heritage are essential components of leisure within the City of Hamilton; and that arts and heritage will continue to increase in importance in both the short and long term future."

THE POLICY DEVELOPMENT or IMPLEMENTATION PLAN concerning the municipality's activities into the heritage and arts service area should be the result of a comprehensive public participation process. The purpose of this joint planning process should be the development of a policy document -- the MUNICIPAL ARTS POLICY. The purpose of the Municipal Arts Policy is to provide specific guidelines for the provision of and support to arts activities, facilities and services to the residents of Hamilton. In response to some of the needs of the heritage community, the position of Heritage Supervisor was created within the Culture and Recreation Department.

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The Master Plan outlined proposed Arts Policy Aims, Sub-Committee/ Arts Task Force structure and the Process involved.

ARTS TASK FORCE ASSEMBLY

Using the base recommendations of the Master Plan a steering committee met in the fall of 1985 to develop the TERMS OF REFERENCE (below) of the Arts Task Force. The Task Force was made up of the following sub-committees with specific responsibilities.

1. FACILITIES SUB-COMMITTEE

- To make recommendations to optimize the resources available for the arts and cultural community in the City of Hamilton
- To recommend ways in which the arts and cultural community can be incorporated effectively into municipally owned facilities.

2. FUNDING SUB-COMMITTEE

- To recommend appropriate funding priorities for the arts and cultural community by the Corporation of the City of Hamilton
- To make recommendations on the impact of funding to the arts and cultural community regarding such philosophies as "user pay"
- To make recommendations to optimize the resources available for the arts and cultural community in the City of Hamilton

3. INVENTORY SUB-COMMITTEE

- To make recommendations to optimize the resources available for the arts and cultural community in the City of Hamilton

4. MARKETABILITY SUB-COMMITTEE

- To recommend the appropriate steps to stimulate, market and promote the arts and cultural community in Hamilton as a growth industry
- To recommend the appropriate steps to stimulate community participation in the arts in Hamilton
- To recommend the appropriate process to develop new and innovative arts and cultural endeavours in Hamilton

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5. RELATIONSHIPS SUB-COMMITTEE

- To document the roles, responsibilities and relationships within the arts and cultural community of Hamilton
- To recommend the appropriate levels of involvement for Municipal government and to document the levels of involvement of Municipal, Provincial and Federal governments within the community.
- To recommend the appropriate relationship between the arts and cultural community of Hamilton and the Corporation of the City of Hamilton.

The Arts Task Force application process drew over sixty (60) applicants. All were accepted to comprise the Arts Task Force Assembly. A Coordinating Committee was developed from a cross-section of the sub-committees to 'coordinate' the process.

The Arts Task Force and the Assembly-at-large initiated their work in January 1986 under the chairmanship of Ken Brown, along with advisors from the City, the Province and the Regional Arts Council. The committees logged over fifty (50) meetings over the past year and herein present their report.

OBJECTIVES

The objectives behind the recommendations from the Arts Task Force are:

1. To fully address the issues raised in the Terms of Reference.
2. To provide a data base for the drafting of a MUNICIPAL ARTS POLICY.
3. To address the future role of the Municipality through the Department of Culture and Recreation and other agencies in the delivery of arts services to the City of Hamilton and its citizens.

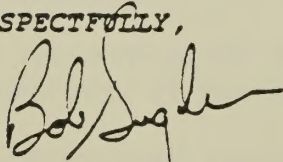
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FORMAT

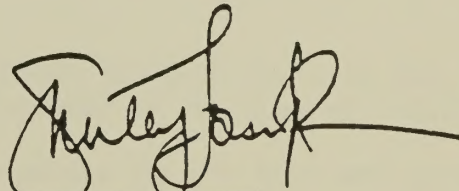
The format for the Recommendations designate nineteen (19) major areas with sub-considerations. These will be accompanied by staff comments as to the best approach to affecting these responsibilities. The proposed reciprocal relationship with the Arts will be outlined in this fashion.

We are sure that this format will permit the development of the best Municipal Arts Policy and establish Hamilton as a lead municipality in the area of working with the Arts Community.

RESPECTFULLY,



ROBERT SUGDEN, R.D.M.R.
SUPERVISOR
COMMUNITY & SPECIAL SERVICES



SHIRLEY FORSYTH
ASSISTANT COORDINATOR
ARTS & LEISURE

- * "Arts includes but is not limited to music, dance, folk art, creative writing, architecture and allied fields, painting, sculpture, photography, graphic and craft art, industrial design, costume and fashion design, motion picture, television, radio, tape and sound recording. The arts related to presentation form, execution and exhibition . . . and this study and application of the arts to the human environment." Culture & Recreation Master Plan, 1985



City of Hamilton

CULTURE & RECREATION MASTER PLAN

PROGRESS REPORT

ARTS TASK FORCE TERMS OF REFERENCE

The Arts Task Force is to be established in October 1985. Over a six month period, the Task Force will respond to specific issues within the following terms of reference developed from recommendation #8 of the Master Plan and prepare appropriate recommendations for consideration by the Parks and Recreation Committee.

1. To document the roles, responsibilities and relationships within the Arts and Cultural Community of Hamilton.
2. To recommend the appropriate levels of involvement for Municipal Government and to document the level of involvement of Municipal, Provincial and Federal governments within the community.
3. To recommend the appropriate relationship between the Arts and Cultural Community of Hamilton and the Corporation of the City of Hamilton
4. To recommend appropriate funding priorities for the Arts and Cultural Community by the Corporation of the City of Hamilton.
5. To make recommendations on the impact of funding to the Arts and Cultural Community regarding philosophies such as "user pay".
6. To make recommendations to optimize the resources available for the Arts and Cultural community in the City of Hamilton.
7. To recommend ways in which the Arts and Cultural Community can be incorporated effectively into municipally owned facilities.
8. To recommend the appropriate steps to stimulate, market and promote the Arts and Cultural Community in Hamilton as a growth industry.
9. To recommend the appropriate steps to stimulate community participation in the Arts in Hamilton.
10. To recommend the appropriate processes to develop new and innovative Arts and Cultural endeavours in Hamilton.

The Arts Task Force will be ratified by the Parks and Recreation Committee and City Council. The composition of the Task Force is defined on a separate document. The appointed members of the Task Force/Steering Committee will be based upon input from the Arts and Cultural Community assembly.

The Arts Task Force will determine the operating and meeting format guidelines in concert with the Department of Culture & Recreation and Recreation staff input and resources. Similarly, the reporting procedure will be developed complete with time frames.





City of Hamilton

CULTURE & RECREATION MASTER PLAN

PROGRESS REPORT

The Arts Task Force will be established in October 1985 to respond to the Terms of Reference over a six (6) month period. Membership in the Task Force will be determined by open application. Preference in the make-up of the Task Force is as follows:

- Guideline I** Representation is sought from a number of varied umbrella organizations* and such representation is not limited to board members and administrators nor to organizations representing individual artists.
- Guideline II** Representation is sought from those individuals working in the Arts and *Cultural Community.
* Culture will be regarded as a "state of civilization" its conventions and customs, and thereby embraces both Arts and Heritage.
- Guideline III** Representation is sought from Arts or Cultural discipline as outlined but not limited to theatre, music, dance, opera, painting, sculpture, film, photography, writing, crafts, heritage and museum work.
- Guideline IV** Representation is sought from the Corporate sector and educational institutions with any combination of a displayed confidence, funding background or active participation in Arts or Cultural endeavours.
- Guideline V** Representation is sought from the Arts appreciation sector and such individuals as enthusiastic patrons and volunteers would be valued.
- Guideline VI** It is proposed that: The Arts Task Force is to be comprised of that representation as described in the Master Plan and that Heritage and related concerns be free to establish their own separate sub-committee to answer the challenge and planning of the Master Plan. Further, that these recommendations be integrated into the total recommendation of the Master Plan before it is presented to Council.

Employees of municipal, provincial or federal levels of government will serve in an ex officio role.

All applicants will be accepted as the Task Force Assembly and will be called upon as resource persons in addressing the Terms of Reference. Appointment to the Steering Committee will be based upon the composition criteria, the time and experience factor and the input of the Task Force Assembly, subjected to the approval of the Parks and Recreation Committee.

Applications must be received within 24 hours of the due date.

* varied umbrella organizations include but are not limited to Hamilton Alliance of Arts Professionals, Hamilton Wentworth Creative Arts, Native Persons, Hamilton Folk Arts Council, Hamilton & District Multicultural Council, Hamilton Wentworth Heritage Co-op, Hamilton and Region Arts Council.



City of Hamilton

CULTURE & RECREATION MASTER PLAN

ARTS TASK FORCE

ARTS TASK FORCE REPORT

P R E A M B L E

IN THE AUTUMN OF 1985, THE CITY OF HAMILTON SOLICITED INPUT FROM THE ARTS COMMUNITY AND THE PUBLIC AT LARGE ON THE MATTER OF THE CULTURE AND RECREATION MASTER PLAN. IT HAD BECOME APPARENT THAT THE CULTURE AND RECREATION DEPARTMENT HAD NO DEFINITIVE POLICY REGARDING ARTS-RELATED DECISIONS -- AS CONFIRMED BY THE CITY COMMISSIONED DU TOIT REPORT. AT THE RECOMMENDATION OF THAT REPORT, THE CITY OF HAMILTON FORMED THE ARTS POLICY TASK FORCE. COMPRISED OF SPECIALISTS IN MANY ARTISTIC DISCIPLINES, THIS ASSEMBLY HAS TURNED OUT TO BE A LIVELY AND PROVOCATIVE FORUM FOR IDEAS, OBSERVATIONS AND RECOMMENDATIONS.

THE TASK FORCE ENJOYED THE PARTICIPATION OF EVERY MAJOR ARTS ORGANIZATION IN THIS CITY. IN MOST CASES, ACTIVE MEMBERS OF THESE ORGANIZATIONS' EXECUTIVE TOOK THE TIME TO ATTEND MEETINGS AND CONTRIBUTE THEIR IDEAS. POETS MET WITH MARKETING MANAGERS, ACTORS WITH EDUCATORS, MUSICIANS AND SCULPTORS WITH PROMOTERS AND THEATRE OWNERS.

THEY SOON REALIZED THAT THEY ALL SHARE WITH THE CITY A COMMON INTEREST: TO FOSTER A NURTURING ENVIRONMENT FOR THE ARTS IN HAMILTON. THIS CAN ONLY BE ACCOMPLISHED BY CEMENTING A FIRM PARTNERSHIP BETWEEN EVERYONE WHO BENEFITS FROM A HEALTHY ARTS CLIMATE IN THE CITY. EFFECTIVELY, SUCH A PARTNERSHIP MUST INCLUDE ALL SECTORS OF THE COMMUNITY: ARTISTIC, CORPORATE AND PUBLIC.

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THOUGH THE MEMBERS OF THIS TASK FORCE ARE FULLY AWARE THAT THIS IS JUST ONE SEGMENT OF THE OVERALL ISSUE, THE MANDATE OF THIS TASK FORCE HAS BEEN TO DEAL SPECIFICALLY WITH THE ROLE TO BE PLAYED BY THE CITY IN THIS ENDEAVOUR, AND HOW TO IMPROVE THE COMMUNICATION BETWEEN THE MUNICIPALITY AND THE ARTS COMMUNITY. OUR REPORT ADDRESSES THIS MANDATE.

DURING COMMITTEE MEETINGS, A NUMBER OF PROBLEM AREAS HAVE SURFACED REGARDING INTERACTION BETWEEN ARTS ORGANIZATIONS AND THE VARIOUS DEPARTMENTS OF CITY HALL. ONE SUCH STUMBLING BLOCK OCCURS WITH RELATION TO CITY-SUPPORTED FACILITIES.

ESSENTIALLY, ART IS COMMUNICATION. FOR EFFECTIVE COMMUNICATION, AN ARTIST SIMPLY NEEDS A PLACE TO STAND OR HAVE HIS/HER WORK STAND SO THAT THE PUBLIC MAY PERCEIVE IT. HAMILTON HAS MANY FINE PLATFORMS FOR THE EXHIBITION OF VARIOUS FORMS OF ART. OUR THEATRES, GALLERIES AND PARKS RANK WITH ANY THE COUNTRY HAS TO OFFER.

UNFORTUNATELY, THERE ARE SERIOUS QUESTIONS BEING RAISED ABOUT THE ACCESSIBILITY OF PUBLICLY-FUNDED BUILDINGS AND FACILITIES BY THOSE WHO HAVE HELPED BUILD AND SUSTAIN THEM THROUGH MUNICIPAL TAX DOLLARS. ALONG WITH PUBLIC FUNDING, MUST COME A MANDATE TO ALLOW AND PROMOTE PUBLIC USE. ISSUES SUCH AS THIS ARE DEALT WITH AT LENGTH IN THE ENSUING REPORT.

WHAT WE HAVE ACCOMPLISHED IN THIS PAST YEAR IS ONLY THE BEGINNING. IT IS INTENDED THAT A DIALOGUE CONTINUE BETWEEN THE ARTS COMMUNITY AND THE CITY OF HAMILTON. IT IS IN EVERYONE'S INTEREST TO FOSTER THE ARTS IN THIS CITY.

IT IS IN THIS SPIRIT THAT WE, THE ARTS POLICY TASK FORCE SUBMIT THE FOLLOWING BLUEPRINT FOR THE ARTS IN HAMILTON . . .

R E C O M M E N D A T I O N S

Arts Task Force

WE, THE HAMILTON ARTS POLICY TASK FORCE, RECOMMEND TO THE
CORPORATION OF THE CITY OF HAMILTON . . .

RECOMMENDATION #1

(A) THAT THE CITY OF HAMILTON ESTABLISH AN ARTS ADVISORY
COMMITTEE, WHICH IS REPRESENTATIVE OF THE ARTS COMMUNITY
AS A WHOLE.

(B) THAT THE ADVISORY COMMITTEE MONITOR THE MUNICIPAL ARTS
POLICY ON AN ONGOING BASIS AND MEET ANNUALLY WITH THE
ARTS COMMUNITY FOR THEIR INPUT AND INFORMATION.

(C) THAT A FUNCTION OF THE COMMITTEE TO BE ONE OF ADVISING
THE GRANTS SUB-COMMITTEE ON ARTS GRANTS AND RELATED
MATTERS. THE CHAIRMAN OF THE ADVISORY COMMITTEE, OR
APPOINTEE, SHOULD BE AN EX-OFFICIO MEMBER OF THE GRANTS
SUB-COMMITTEE.

. . . continued

Recommendation #1 (cont'd)

(D) THAT THE ADVISORY COMMITTEE INVESTIGATE THE POSSIBILITY OF SUCH COOPERATIVE VENTURES AS GROUP HEALTH INSURANCE, COOPERATIVE HOUSING, CREDIT UNIONS, ETC. FOR THE ARTS COMMUNITY.

(E) THAT THE MEMBERSHIP OF THE ADVISORY COMMITTEE BE DEVELOPED ON A ROTATING BASIS TO PRESERVE CONTINUITY AND ESTABLISH NEW IDEAS.

(F) THAT MEMBERSHIP ON THE ADVISORY COMMITTEE SHOULD, FOR THE FIRST TERM, BE DRAWN FROM THE MEMBERSHIP OF THE ARTS POLICY TASK FORCE, ON RECOMMENDATION OF THE ARTS POLICY TASK FORCE.

(G) THAT THE ADVISORY COMMITTEE HAVE A BEGINNING TWO (2) YEAR TERM; THE FIRST COMMITTEE TO ADVISE ON THE SELECTION PROCESS TO BE AGREED UPON BY THE ADVISORY COMMITTEE AND THE CITY OF HAMILTON. FUTURE MEMBERS OF THE COMMITTEE SHOULD BE REPRESENTATIVE OF THE ARTS COMMUNITY.

X (H) THAT A MEMBER OF THE ADVISORY COMMITTEE SIT AS A FULL VOTING MEMBER OF THE HAMILTON ENTERTAINMENT, CONVENTIONS AND FACILITIES INCORPORATED (HECFI) BOARD.

. . . continued

RECOMMENDATION #2

X

(A) THAT THE CITY OF HAMILTON ESTABLISH THE POSITION OF A
MUNICIPAL ARTS COORDINATOR AS PER THE CULTURE AND
RECREATION MASTER PLAN. (See Job Description attached)

- * The Arts Coordinator should be on the same authority level as other supervisory positions within the Department of Culture and Recreation.
- * The Arts Coordinator should work closely with the municipal arts council (See Recommendation #3) to maintain an arts information centre at City Hall. The Arts Coordinator should work with the same group to develop a data base and referral service.

(B) THAT THE CITY OF HAMILTON ESTABLISH THE PERMANENT POSITION
OF ARTS RESEARCH ASSISTANT AS SUPPORT FOR THE ARTS COORDINATOR.

RECOMMENDATION #3

THAT THE CORPORATION OF THE CITY OF HAMILTON SUPPORT AND FUND AN
ARTS UMBRELLA ORGANIZATION WHICH WILL:

- i) BE UNIVERSALLY REPRESENTATIVE OF THE ARTS COMMUNITY
 - ii) INCREASE THE PROFILE OF ARTS IN THE AREA
 - iii) PROVIDE DEVELOPMENTAL WORKSHOPS FOR ARTISTS AND ARTS GROUPS
 - iv) RECEIVE APPROPRIATE FULL FUNDING ON A PER CAPITA BASIS TO ACCOMPLISH THE ABOVE.
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Recommendation #3 (cont'd)

- * At present there is no municipal organization which is sufficiently funded and has the appropriate mandate to fulfill these roles.

RECOMMENDATION #4

THAT THE CITY OF HAMILTON, INCONJUNCTION WITH THE ARTS ADVISORY COMMITTEE, REEXAMINE ITS CRITERIA GOVERNING THE ALLOCATION OF FUNDS FOR THE ARTS.

- * At present it is not clear to the artistic community what such criteria are. The fundamental principle in all funding decisions should be that of artistic merit. Contribution to the arts, level of community involvement and support, quality of presentation and state of organizational development should also be of importance.

RECOMMENDATION #5

THAT THE CITY OF HAMILTON ADOPT THE PRINCIPLE OF FUNDING THE ARTS ON A PER CAPITA BASIS AND THAT THE CITY'S PER CAPITA FUNDING STRUCTURE BE MORE EQUITABLY DISTRIBUTED BETWEEN CITY-OWNED CULTURAL FACILITIES AND FUNDING TO ARTS ORGANIZATIONS AND ARTS PROGRAMMING.

. . . continued

Recommendation #5

- * In light of the current City of Hamilton commitment to develop its artistic potential, to increase its quality of life for its citizens, and to attract new investment and future citizens to the Hamilton community, we recommend that the City of Hamilton increase its current per capita funding to a level more consistent with other cities across Canada.
- * We commend the City of Hamilton for its continued support of its city-owned cultural facilities and urge that this support be continued in order to maintain the strong presence and importance of these facilities in the community.
- * We wish to point out that there is a disproportion between the funding of city-owned cultural facilities and that to other arts activities. In comparison with other cities throughout Canada, Hamilton appears to give one of the smallest percentages of the total arts grants to programmes and activities as opposed to supporting city-owned cultural facilities. Hamilton gives approximately 20% of its total arts budget to programmes and activities and approximately 80% to city-owned cultural facilities.

RECOMMENDATION #6

-
- (A) THAT THE MAJOR PORTION OF THE GENERAL FUNDS COMMITTED IN SUPPORT OF THE ARTS MUST BE RESERVED FOR THE SUPPORT OF ESTABLISHED CULTURAL ORGANIZATIONS AND ACTIVITIES IN THE COMMUNITY.
-

. . . continued

Recommendation #6 (cont'd)

-
- (B) THAT A PORTION OF THE GENERAL FUNDS COMMITTED IN SUPPORT OF THE ARTS BE RESERVED FOR EXPERIMENTAL PROJECTS AND NEW GROUPS.
-

RECOMMENDATION #7

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- (A) THAT THE CITY OF HAMILTON ADOPT A SYSTEM IN WHICH ARTS GRANTS APPLY TO THE APPROACHING SEASON OR FISCAL YEAR SINCE THE CURRENT SYSTEM OFTEN ALLOCATES GRANTS TOO LATE IN THE PLANNING YEAR TO ALLOW ARTS ORGANIZATIONS TO EXERCISE FISCAL RESPONSIBILITY.
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- (B) THAT LONGER TERM COMMITMENTS TO THE ARTS BE MADE IN ORDER TO ALLOW THOSE ORGANIZATIONS INVOLVED TO MAKE NECESSARY AND RESPONSIBLE LONG TERM FINANCIAL PLANS. THIS COULD BE ACCOMPLISHED THROUGH A SIMILAR PROCESS AS THAT INVOLVED IN FINANCING LONG TERM CAPITAL PROJECTS.
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RECOMMENDATION #8

THAT THE CITY OF HAMILTON REVIEW ITS GRANT ALLOCATION POLICIES TO INCLUDE FUTURE FUNDING OF INDIVIDUALS.

. . . continued

RECOMMENDATIONS -- Arts Task Force
Page 7

RECOMMENDATION #9

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- (A) THAT THE CITY OF HAMILTON ADOPT A POLICY OF EARMARKING ONE PERCENT (1%) OF CAPITAL EXPENDITURES FOR NEW AND RENOVATED BUILDINGS AND FACILITIES TO THE COMMISSIONING AND PURCHASE OF WORKS OF ART BY HAMILTON AREA ARTISTS, IN ANY DISCIPLINE. THIS WOULD BE IN CONCURRENCE WITH THE REPORT TITLED Funding of the Arts in Canada to the Year 2000 BY THE FEDERAL TASK FORCE ON FUNDING FOR THE ARTS (THE BOVEY COMMISSION) AND WOULD ALSO PARALLEL CURRENT PROVINCIAL POLICY.
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- (B) THAT A REPRESENTATIVE AND EXPERT COMMITTEE BE FORMED UNDER THE AUSPICES OF THE ARTS ADVISORY COMMITTEE IN CONSULTATION WITH THE APPROPRIATE DEPARTMENTS WITHIN THE CORPORATION OF THE CITY OF HAMILTON TO IMPLEMENT A PROGRAM OF PURCHASING AND COMMISSIONING WORKS OF ART, AS MENTIONED ABOVE.
-

RECOMMENDATION #10

THAT THE "USER PAY" PHILOSOPHY BE THE SUBJECT OF A FURTHER STUDY BECAUSE OF ITS NEGATIVE IMPACT ON THE ARTS COMMUNITY OF HAMILTON.

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RECOMMENDATION #11

(A) THAT THE CITY OF HAMILTON SUPPORT FINANCIALLY AND IN EVERY OTHER WAY POSSIBLE THE ARTS COMMUNITY IN OBTAINING A MID-SIZED THEATRE IN THE DOWNTOWN CORE. THIS THEATRE WOULD BE COMPLETELY ACCESSIBLE TO THE COMMUNITY AND WOULD ENHANCE THE ALREADY SUCCESSFUL HAMILTON PLACE, CONVENTION CENTRE, COPPS COLISEUM AND ART GALLERY OF HAMILTON.

- * The growth and acceptance of Hamilton Place and now Copps Coliseum have made other more affordable venues of the past less desirable to audiences and therefore less viable for community groups.
- * When the building of these projects was proposed by the City, the main component of the tax support and public funding campaigns was that these facilities were being built for use of community groups.
- * While Hamilton Place is an excellent facility for large productions (e.g. Hamilton Philharmonic Orchestra, Opera Hamilton and major concerts) its size makes it less desirable for community theatre and smaller concerts.

(B) THAT SUBSEQUENT TO THEATRE AQUARIUS OBTAINING THE USE OF A NEW THEATRE, THAT THE STUDIO THEATRE REMAIN A PERFORMANCE AND REHEARSAL SPACE AND BE MADE FINANCIALLY ACCESSIBLE TO COMMUNITY ARTS GROUPS.

(C) THAT THE CITY OF HAMILTON TAKE AN ACTIVE ROLE IN DEVELOPING A PERFORMANCE FACILITY FOR SMALLER ARTS ORGANIZATIONS AS NEEDS BECOME APPARENT.

. . . continued

X Recommendation #11

- * Facilities that receive public funds should be made available to all community arts groups, according to availability and rents and fees should be commensurate with ability to pay. There are many small non-equity groups that need professional downtown space.
- * Community centres, church halls and community group halls are not adequate as performance spaces. These halls offer little or no lighting or sound facilities, no storage space and inappropriate staging such as a shallow proscenium stage, no risers, etc. The spaces, in addition, are usually unavailable on weekend evenings.
- * The Canada Council and Ontario Arts Council each year support small touring shows which rarely appear in Hamilton. It is felt that, if given a fixed venue with a firm identity, these small touring shows would find their audience in Hamilton.

X RECOMMENDATION #12

THAT THE CITY OF HAMILTON ASSIST THE ARTS COMMUNITY TO MAXIMIZE THE
USE OF APPROPRIATE AVAILABLE SPACE UNDER PUBLIC JURISDICTION AND/OR
ACTIVELY ASSIST IN THE ESTABLISHMENT OF SPACE FOR SUCH USES AS
REHEARSAL, WAREHOUSE, SCENIC WORKSHOP AND WORK SPACE.

- * Various arts groups have rehearsal and storage problems. There is also little space available for the construction of sets and for use by community group as a secure dry warehouse.

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RECOMMENDATION #13

THAT THE CITY OF HAMILTON ASSIST IN MAKING AVAILABLE EXISTING AND
NEW PROFESSIONAL QUALITY VISUAL ART GALLERY SPACE WITHIN THE DOWNTOWN
AREA TO LOCAL ARTISTS.

- * Professional artists must have organized displays of their work on a regular basis in order for career development. At present there is not enough space of a high public profile suitable for professional display within the City.

RECOMMENDATION #14

THAT THE CULTURE AND RECREATION DEPARTMENT BECOME THE COORDINATING
BODY TO AID IN THE TECHNICAL ASPECTS OF SPECIAL EVENTS; THIS WOULD
INCLUDE FACILITATING ACCESS TO PARKS AND HISTORICAL SITES FOR ARTS
PRODUCTIONS AND SPECIAL EVENTS AND THE DEVELOPMENT OF A PROCEDURAL
GUIDE FOR THIS PURPOSE.

- * There is no clear-cut identifiable department at City Hall to monitor and facilitate special events. Each event has specific needs that are available from different departments and city committees. It is very confusing, time consuming and counter-productive.

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RECOMMENDATION #15 X

THAT THE CITY OF HAMILTON ENCOURAGE THE ESTABLISHMENT OF A Rolling
Calendar OF FACILITY AVAILABILITY. AS A "DARK" NIGHT APPROACHES
WITHIN THIRTY (30) DAYS OF ANY DATE, THE FACILITY BE MADE AVAILABLE
TO A NON-PROFIT COMMUNITY GROUP PROVIDING THAT ALL BASIC COSTS ARE PAID.

- * Unused or "dark" nights do not maximize the revenue potential of public facilities. These nights offer a unique opportunity for low cost community access.

RECOMMENDATION #16

THAT AN ARTS APPRECIATION WEEK BE INSTITUTED. THIS WEEK, OFFICIALLY
DECLARED, WOULD INCLUDE DISPLAYS, DEMONSTRATIONS, WORKSHOPS AND TALKS
BY AND ABOUT AREA ARTISTS AND THEIR ACTIVITIES. LOCATIONS WOULD BE
AT CITY HALL AND THROUGHOUT THE AREA.

- * Hamilton has many fine artists in residence whose credentials in their fields are known far outside this area but at the same time remain unfamiliar to the public of this area. The public is not fully aware of all aspects of its own arts community and may not have a full appreciation of the importance of resident artists in their fields.

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RECOMMENDATION #17

THAT A HANDBOOK ON EFFECTIVE ARTS PROMOTION, SPECIFIC TO HAMILTON, BE
MADE AVAILABLE.

- * The development of marketing strategies and methods for Hamilton's arts community is essential in ensuring the maximum exposure and development of area artists.
- * Area groups should have the resources available to them in order that they may decide which medium is best suited to their individual promotional needs. There have been references to existing volumes on this subject, but, it is presumed that such works do not deal specifically with the situation in Hamilton.

RECOMMENDATION #18

THAT AN AUDIO/VISUAL PRESENTATION BE PRODUCED IN ORDER TO EDUCATE KEY
MEMBERS OF THE ARTISTIC COMMUNITY (INCLUDING CITY ADMINISTRATORS) AND
THE GENERAL PUBLIC ON ARTS PEOPLE, GROUPS AND ACTIVITIES IN THE
HAMILTON AREA.

- * Key members of the artistic community are at least partially unaware of the activities and existence of other key members. This lack of awareness retards artistic community growth and hampers accessibility to the public at large.

RECOMMENDATIONS -- Arts Task Force
Page 13

Recommendation #18 (cont'd)

- * Some citizens in the Hamilton area who are less aware than they might be, and therefore are less able to make completely-informed decisions regarding arts matters are: politicians (all levels); ministry employees; city employees; new members of local arts groups and new local artists.

RECOMMENDATION #19

THAT THE CITY OF HAMILTON MAKE AVAILABLE A DIRECTORY OF ARTS ORIENTED GROUPS, AGENCIES AND FACILITIES. THE FACILITIES INFORMATION SHOULD BE IN A CHECKLIST FORMAT SO THAT SEATING CAPACITY, TECHNICAL FACILITIES, LEAD TIMES, ETC. MAY BE READ FROM A SINGLE PAGE.

ARTS COORDINATOR

Proposed Job Description

Responsibilities

- to implement the final Arts Task Force Report
- to assist in preparing the Municipal Arts Policy
- to disseminate information regarding arts in the City of Hamilton
- to ensure the exchange of arts information with other cities and levels of government
- to liaise with the appropriate bodies within the Corporation of the City of Hamilton
- to sit on the Arts Advisory Committee in an advisory and resource capacity
- to facilitate the work of the Arts Advisory Committee including ongoing review of the Municipal Arts Policy
- to represent the arts community to the Corporation of the City of Hamilton
- to assist arts groups with grant applications to the Corporation of the City of Hamilton
- to be an ex-officio member of the Hamilton Entertainment, Conventions and Facilities Incorporated (HECFI) Board and the City of Hamilton Grants Sub-Committee

Skills

- overall awareness of the arts
- managerial skills
- interpersonal/diplomatic skills
- negotiating skills
- knowledge of the political process

Experience

Relevant experience in the arts is *essential*. A degree in the Arts would be an asset.

:sf



City of Hamilton

CULTURE & RECREATION MASTER PLAN

ARTS TASK FORCE

P U B L I C M E E T I N G

January 27, 1987

P R E S E N T

Margaret Anderson-Herrman; *Department of Culture & Recreation*
Steven J. Arthurs; *Arts Task Force*
Ken Brown; *Chairman, Coordinating Committee, Arts Task Force*
Stewart Brown; *Hamilton Spectator*
Karen Daniels; *Ministry of Citizenship & Culture*
George Down; *Tower Poetry Society*
Harold Duckett; *Film Artist*
Marie Dynes
Paul Eck; *Hamilton Philharmonic Orchestra, Arts Task Force*
Shirley Forsyth; *Arts Research Assistant, Dept. of Culture & Recreation*
Conrad Furey; *Visual Artist*
Trevor Hodgson; *Director, Dundas Valley School of Art*
Allan Janssen; *Freestyle Magazine*
F. Eleanor Johnson; *Arts Task Force*
Leena Lehtikallio; *Village Theatre (Waterdown) Inc.*
Glenn Mallory; *Arts Task Force*
Gina Monaco; *F.A.T.E.*
Wally Parsons; *Arts Task Force*
Katherine Porter; *Visual Artist*
Elizabeth Poynter; *Arts Task Force*
Myrna Putns; *Arts Task Force*
Joan Rapsavage; *Parks & Recreation Citizens Advisory Committee*
Chuck Renaud; *Arts Task Force*
Hamish Robertson
Jeff Seffinga; *Arts Task Force*
Bob Sugden; *Supervisor, Community & Special Services, Dept. of Culture & Recreation*
Marilynn Soules; *Heritage Supervisor, Dept. of Culture & Recreation*
Paul Sparrow; *Multi Media Techniques*
Annerie Vangemerden
Lees Vangemerden
David Victor; *Arts Task Force*

. . . continued

BOB SUGDEN/SHIRLEY FORSYTH
ARTS TASK FORCE OFFICE
CULTURE & RECREATION DEPARTMENT
CITY HALL
HAMILTON, ONTARIO L8N 3T4

526-4646 / 526-2750

MINUTES

1. Bob Sugden called the meeting to order and welcomed those present.

Bob reviewed the procedure for the meeting. He noted that the recommendations contained in the report could not be amended at this meeting, however points made would be referred back to the Arts Task Force Assembly for consideration. Bob asked that discussion be restricted to the recommendations or the intent of the recommendations only.

2. Bob reviewed the process that has yet to be completed. He estimated that the transfer of the recommendations into the Municipal Arts Policy would begin sometime during March 1987.
3. Ken Brown, Chairman of the Coordinating Committee was introduced. Ken stated that he would again like to state that the Municipal Arts Policy has yet to be written. The document from the Arts Task Force is merely the background information on which the Arts Policy will be based, not the Policy itself.
4. Bob introduced other persons of note present at the meeting -- Karen Daniels from the Ministry of Citizenship and Culture and Joan Rapsavage a member of the Parks & Recreation Advisory Committee.
5. Some letters commenting on the Report had been received by Shirley Forsyth, Arts Research Assistant. Positive letters were received from Bill Powell, General Manager, Creative Arts Inc. and Doug Field, Executive Director of the Hamilton and Region Arts Council. Trevor Hodgson, Director of the Dundas Valley School of Art also sent congratulations but noted his concern over the need for juried exhibition space. Shirley read these letters to those present.
6. REVIEW OF RECOMMENDATIONS

Recommendation #1

Wally Parsons -- feel it is premature to determine the frequency of the meeting schedule of the Arts Advisory Committee and the arts community. He suggests the frequency be quarterly for the first few years.

. . .continued

5. continued

Recommendation #3

Ken Brown -- wished to clarify this recommendation. He stated that it was not a case of the Regional Arts Council not doing its job; rather the Task Force felt there was a need for a group to fulfill the needs of an arts council on a city level. At this time no group exists to fulfill this role.

Recommendation #7

Wally Parsons -- noted that it is the applicant's season or fiscal year referred to in the recommendation. He felt this point should be clarified in the recommendation.

Bob Sugden -- noted that a job of the Advisory Committee would be to educate the funding bodies as to the intent of this recommendation.

Recommendation #8

Bob Sugden -- stated this would be a distinct change in policy as at present the city funds only organizations.

Recommendation #9

Glenn Mallory -- questioned as to whether all disciplines were covered as "works of art". He was informed that this was the case.

Recommendation #10

Ken Brown -- stated that the "user pay" philosophy has so many implications that it was felt a blanket statement could possibly do more harm than good, therefore, a study was recommended.

Bob Sugden -- gave a broad definition of "user pay" as no subsidy, complete cost recovery.

Recommendation #11

Paul Eck -- stated he did not think Theatre Aquarius needed to be named in the recommendation. He also felt that the Studio Theatre was not specific enough (i.e. the Hamilton Place Studio Theatre)

. . . continued

6. continued

Recommendation #11 (cont'd)

Hamish Robertson -- suggested leaving the first phrase out of the recommendation so that it reads, "That the Studio Theatre remain a performance and rehearsal space and be made financially accessible to community groups." He also questioned whether "non-equity" was needed in the addendum.

Recommendation #13

Wally Parsons -- stated that the original version of this recommendation specified the Art Gallery of Hamilton as it was felt that the Gallery is not receptive to local artists.

Recommendation #15

Bob Sugden -- felt this recommendation was well articulated.

Recommendation #18

Wally Parsons -- felt members of the media should be included in the addendum of persons "less aware than they might be"

Paul Eck -- questioned whether the city administrators are key members of the artistic community as is stated in the recommendation.

Ken Brown -- stated that in the broadest sense the city administrators are members as they aid the community, this would be even more so once the Arts Coordinator is in place.

Recommendation #2

Bob Sugden -- discussed the process for the positions. He noted that funds are set aside in the current budget for these positions. Following the Parks & Recreation Committee receiving the proposed Job Description, it will be referred to the Personnel Committee to develop a full Job Description. This job description will be referred back to the Arts Advisory Committee/Arts Task Force for comment and then to the Parks & Recreation Committee for ratification. Following this the hiring process would start. Bob estimated this to take two to three months. Bob noted that the Arts Research Assistant would be support staff for the Arts Coordinator.

Wally Parsons -- felt that the Arts Coordinator would need a comparable salary as well as authority as other supervisory positions within the Culture & Recreation Department.

. . . continued

6. continued

Recommendation #2 (cont'd)

Hamish Robertson -- felt it should be addressed in the recommendation that the Arts Research Assistant should not be considered part of the Culture & Recreation office pool.

Jeff Seffinga -- stated that the Arts Task Force felt the Arts Coordinator should be an employee of the City of Hamilton rather than a contract position.

7. Bob Sugden stated that papers on the Report are invited from the public-at-large.

8. GENERAL COMMENTS

Glenn Mallory -- stated that Doug Field, Jim Rice and the executive of the Hamilton and Region Arts Council had asked him to express their complete agreement in the Report. Glenn also stated that he, the Report addresses some very important concerns for the arts community.

David Victor -- stated that the Task Force tried to incorporate all arts disciplines into the Report, however, since all disciplines were not represented in the Task Force this was difficult and some may have been overlooked.

9. STATEMENT

MOTION: Glenn Mallory, Seconded Jeff Seffinga and CARRIED

"The Public Meeting endorses the Recommendations contained in the Arts Task Force Report with note to the areas of reconsideration for the Arts Task Force Assembly."

ARTS TASK FORCE PROCESS

January 1987

Complete the final 'Draft' Report' and recommendations of the Arts Task Force and Assembly.

Receiving of the Draft Report for comments from:

- 1) Department of Culture & Recreation
- 2) Parks & Recreation Advisory Committee
- 3) Ministry of Citizenship and Culture/Tourism & Recreation and Canada Arts Council

Circulation of the Draft Report to individual members of the Task Force for individual papers on minority position reports.

'Public' Meeting on the Draft Report in general forum and with Arts Organizations.

February 1987

Receiving of Public and Individual Reaction to the Draft Report and Circulation to the Assembly.

Receiving of the Draft Report and Comments from:

- 1) Department of Culture and Recreation
- 2) Parks & Recreation Advisory Committee
- 3) Parks & Recreation Committee

March 1987

Acceptance 'in principle' by Municipal Council for drafting of a Municipal Arts Policy involving the City Solicitor's Office, Clerks Department and other appropriate departmental input.

Beyond March 1987 (Timeframes pending)

- Selection of Arts Advisory Sub-Committee
- Development of Municipal Arts Policy
- Hiring of Arts Co-ordinator/Researcher
- Acceptance of Municipal Arts Policy
- Incorporation of Policy in Culture and Recreation Departments Operating Policies and Procedures
- Implementation Plan for the M.A.P.



City of Hamilton

CULTURE & RECREATION MASTER PLAN

Arts plan a big hit so far

25 groups endorse recommendations

By STEWART BROWN
The Spectator

ALL THAT was missing from last night's public meeting where guidelines for a Hamilton municipal arts policy got an enthusiastic hurrah was the city's Bach-Elgar Choir singing Glory, Glory Hallelujah.

After the arts task force spent 21 months preparing the 19 recommendations, nobody within or without the task force was inclined to derail a project that, if adopted by city government, could make the local arts scene more sanguine.

■ New arts chief: E7

Twenty-five representatives of the arts community endorsed recommendations that seek an arts advisory committee, full-time city arts controller and arts research assistant, a municipal umbrella arts organization, upgraded funding of the arts, increased assistance in making facilities available and promotion of the Hamilton arts community.

The only changes urged last night were minor revisions of wording in some of the recommendations.

Otherwise, approval beamed throughout Room 233 in city hall.

"I'm happy with what is there," aid conductor and music administrator Glenn Mallory.

So were others, who sent congratulations to the task force.

Douglas Field, executive director of the Hamilton and Region Arts Council wrote that HARAC "fully supports the conclusions and recommendations... and will be ready to continue its participation as the implementation process is started."

That was reassuring, since some interpret the task force's request for a municipal arts organization as endangering the mandate of HARAC, which includes Wentworth County and Burlington.

"The idea is not that HARAC is falling down in its job," said Ken Brown, task force chairman. "Nobody is really trying to take anything away from anybody here."

Benefits

Bill Powell, executive director of Creative Arts Inc., wrote that the task force report "can benefit all arts organizations. I think the group attack on the plan will have benefits throughout the years."

And Trevor Hodgson, director of the Dundas Valley School of Art, congratulated the task force on its efforts and emphasized his concern that the dearth of space for visual art exhibitions was as important as the lack of smaller theatre facilities.

The task force recommendations will now be sent to the city's parks and recreation advisory committee, then — all going well — to the standing parks and recreation committee, then to city council.

"I think it's important to realize this document is a journey, not a destination," said writer David Victor.

"I hope this isn't the last time the artistic community of Hamilton gets together."

Nineteen steps to improving art

After months of deliberation the Arts Task Force helping to develop a Culture and Recreation Master Plan has completed its recommendations. Following is a summary of those suggestions. They will be discussed at a public meeting in City Hall this Tuesday night at 7.30 p.m.

1) The city should establish an arts advisory committee, members of which would serve for two years. A member of the committee would be a full voting member of The Hamilton Entertainment, Convention and Facilities Incorporated (HECFT) board. The committee should be representative of the whole arts community and should monitor municipal arts policies and meet annually with the arts community. It should also advise the grants sub-committee on arts grants. The committee will look into group health insurance and other benefits for the arts community.

2) The city should hire a municipal arts coordinator and arts research assistant.

3) The city should fund an arts umbrella organization which will represent the arts community in general, increase the profile of the arts in the area, provide workshops and fund the organization on a per capita basis.

4) The city should review its funding of the arts.

5) The city should fund the arts on a per capita basis.

6) Most arts funding should go to established cultural organizations and activities in the community.

7) The city should provide arts grants which apply to the coming fiscal year and arts funding should be available for long term projects.

8) The city should review its policy of funding individual artists.

9) The city should use one per cent

of capital for new and renovated buildings and facilities to purchase art from area artists. The arts advisory committee should be consulted about the purchases.

10) A proposal by the city to make arts and recreation "user pay" should be reconsidered.

11) The city should support the arts community's search for a mid-sized theatre in the downtown core. If Theatre Aquarius finds a new home the studio theatre in Hamilton Place should be made affordable to community arts groups. The city should take an active role in developing a performing space for smaller arts organizations as the need arises.

12) The city should strive to make public buildings and space available to help with problems arts groups have finding storage and rehearsal areas.

13) The city should help make new and existing downtown art gallery space available to the arts community.

14) The culture and recreation department should coordinate technical aspects of special events.

15) The city should have a rolling calendar for facilities. If a "dark" night approaches within 30 days of any date the facility should be made available to a non-profit arts group providing basic costs are paid.

16) An arts appreciation week should be instituted.

17) A handbook on effective arts promotion specific to Hamilton should be made available.

18) An audio/visual presentation should be produced to explain the arts community to the general public.

19) The city should have a directory of area arts groups, agencies and facilities.

Co-ordinator - R. Sugden, R.D.M.R.
c/o Master Plan Office
4th Floor - City Hall
526-4663

Arts Against
FILE No. ...
DEPT. OF CULTURE & RECREATION
JAN 29 1987
REC'D
D. C. R.
D. S.
D. H. S.
SHIRLEY
HAMILTON
PHILHARMONIC
ORCHESTRA

January 27, 1987

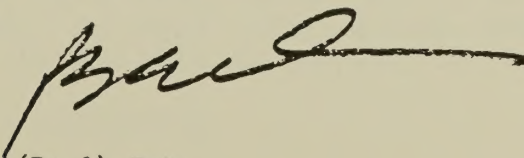
Ms. Shirley Forsyth
Assistant Coordinator
Arts & Leisure
Culture & Recreation Department
Arts Task Force Office
City Hall
71 Main Street West
Hamilton, Ontario
L8N 3T4

Dear Shirley:

Having read the final Report and Recommendations of the Arts Task Force, which is part of the Culture & Recreation Master Plan, I must say how pleased I am with the results of many, many months of arduous work for many, many people. As an overall document, I have no hesitation in saying how positive I feel about it and about the tremendous value it will be to the community as soon as it is adopted.

Congratulations to all concerned.

Sincerely,



P.B. (Paul) Eck
General Manager

PBE:es

Dundas Valley School of Art

January 25, 1987

Shirley Forsyth
Assistant Co-ordinator
Arts Task Force Office
Culture & Recreation Department
City Hall
Hamilton, Ontario
L8N 3T4

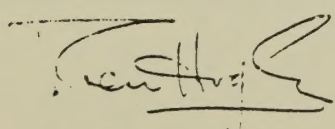
Dear Ms. Forsyth,

Thank you for the progress report on the City of Hamilton Culture & Recreation Master Plan. I am aware of the enormous effort and time that has been given by volunteers to produce this report and feel they should receive some accolade for producing an excellent document.

However, I have some concerns. There seems to be a strong bias towards the performing arts even to the specific singling out of Theatre Aquarius. It would appear that the visual artists have been much less vocal. My greatest concern is that there is no location in Hamilton for large juried exhibitions. The Central Library makes an effort, but their space is not designed for exhibitions. The Art Gallery of Hamilton is not receptive to this type of show and all other galleries are too small.

There is a real need for a large municipal/regional exhibition space. I feel the Report does not emphasize this although the need is equally as strong as that for a theatre.

Yours sincerely,


J. Trevor Hodgson
Director

JTH:ks

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William Roberts

Emily Dutton
Founder

HAMILTON WENTWORTH
CREATIVE ARTS



JAN 26 1987

Shirley

January 23, 1987

Shirley Forsyth, Co-ordinator
Arts Task Force
Culture and Recreation Department
Hamilton City Hall
Hamilton, Ontario
L8N 3T4

Dear Shirley,

Please extend to all concerned that we at Creative Arts endorse the Task Force Report. I have studied it from front to back and find it has identified many of the current problems, situations where things are overfunded, underfunded, and completely ignored.

I see in the report many recommendations for facilities and services which can benefit all arts organizations. I think this group attack on the plan will have benefits throughout the years.

Please express my desired to those concerned.

Yours truly,
Hamilton Wentworth
CREATIVE ARTS INC.

Bill Powell

Bill Powell
General Manager

FILE No. *Arts Task Force*
DEPT. OF CULTURE & RECREATION
REC'D **FEB 2 1987**
D. C. R.
D. S.
D. H. S.
B Sugden
A. S.
A. A. S.
D

January 28, 1987.

Bob Sugden,
Arts Task Force Office,
Culture & Recreation Department,
City Hall,
Hamilton, Ontario.
L8N 3T4.

Dear Mr. Sugden:

I attended the public meeting to review the recommendations by the Arts Task Force and I would like to commend everyone who worked so hard to put it all together.

As a local business dedicated to meeting the needs of other business people I would like the local arts community to be aware of our services.

In particular, I am interested in working with the city on developing a performance facility in the downtown core. Hamilton is greatly in need of an affordable performance space and we recognize this need.

We would like to help.

Sincerely,

Gina Monaco

Gina Monaco,
Assistant Manager.

GM/ps

Arts Council

Hamilton and Region

P.O. Box 2080, Station "A" L8N 3Y7

macnab st. at main

(416) 529-9485

FILE No.	
DEPT. OF CULTURE & RECREATION	
JAN 26 1987	
<i>[Signature]</i>	

January 22, 1987

Shirley Forsyth
Arts Task Force Office
Culture & Recreation Department
City Hall
Hamilton, Ontario
L8N 3T4

Dear Shirley:

On behalf of Dr. James Rice, President and Chairman of the Board of the Hamilton and Region Arts Council, I wish to commend you, Bob Sugden and everyone else involved in the production of the Report and Recommendations of the Task Force on the Arts.

I joined the Arts Council just as the process was being completed but I have been impressed by the effective way in which the Task Force addressed its mandate and the concise way in which its conclusions have been framed for the consideration of City Council.

As a participant in the process, be assured that the Hamilton and Region Arts Council fully supports the conclusions and recommendations of the Task Force on the Arts, and will be ready to continue its participation as the implementation process is started.

Thank you for your hard work and the effective manner in which you have carried out your duties.

Yours sincerely,

[Signature]
Douglas Field
Executive Director

cc: Dr. James Rice



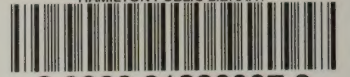
The Hamilton and Region Arts Council is a charitable organization working in community arts development.
The Council gratefully acknowledges the support of its greater metropolitan community and the Ontario Arts Council.





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